

**MINUTES OF THE ONEIDA COUNTY  
EMERGENCY MANAGEMENT COMMITTEE MEETING  
MAY 31, 2006**

**COMMITTEE MEMBERS PRESENT:** Chairperson Doug Hall, Matt Matteson, David O'Melia and Larry Greschner.

**COMMITTEE MEMBERS ABSENT:** Chuck Wickman was excused.

**OTHERS PRESENT:** Michael Fraley, Kevin Schlosser, Karen Johnson, Clarence Puza, Don Knutson, Ken Kortenhof, Emergency Management Director and Dawn Robinson, Program Assistant.

**CALL TO ORDER**

Chairman Hall called the meeting to order at 10:00 a.m. in the Community Room of the Oneida County Law Enforcement Center. Chairman Hall further noted the meeting notice had been posted and mailed in accordance with the Wisconsin Open Meeting Law. Chairman Hall noted accommodations would be made for handicap accessibility.

**APPROVE AGENDA/MINUTES OF PREVIOUS MEETING**

MOTION: To approve the Agenda (O'Melia/Greschner, PASSED).

MOTION: To approve the April 19, 2006 Committee Meeting Minutes and allow the Chairman to take agenda items out of order (Matteson/Greschner, PASSED).

**SET DATE FOR NEXT MEETING**

The next meeting was scheduled for June 28th at 10:30 a.m. There was discussion if the Community Room would be available for the next meeting or if the meeting would be scheduled at the courthouse.

**REPORTS FROM SACRED HEART-ST. MARY'S HOSPITAL AND HOWARD YOUNG MEDICAL CENTER**

Schlosser introduced Karen Johnson, Sacred Heart Acute Care Services Director and the Director of Ambulance Services to the committee members. Ms. Johnson would be attending committee meetings when Schlosser was unavailable.

Schlosser provided the financial report of Sacred Heart-St. Mary's for the month of April, Exhibit #1. Net patient revenue reflects lower ambulance runs than projected and ALS (Advanced Life Support) and BLS (Basic Life Support) ambulance runs have been added to the monthly financial reports.

As of August, a new unit of service tracking system was in place, adding the number of intercepts and on-scene care calls as ambulance calls which drove up the per run cost on the monthly statements. Now, intercept and on-scene care calls are reported separately as true revenue.

Fuel expenses will be increased on next years budget.

Schlosser provided the maintenance report of Sacred Heart-St. Mary's for the month of April, Exhibit #2.

MOTION: To approve the April financial report and maintenance report of Sacred Heart-St. Mary's Hospital (O'Melia/Matteson, PASSED).

Fraley provided the financial report of Howard Young for the month of March, Exhibit #3. Financial report reflected a \$14,135.00 positive variance in the Calendar Year-to-Date Inc/Loss from Operations.

Fraley provided the financial report for the month of April, Exhibit #4. Financial report reflected a negative variance in Total Direct Expenses due to department allocation of salaries, vacation time, coverage expenses and trainings. Ambulance runs were lower than projected and Net Patient Revenue was higher.

Fraley provided the maintenance report of Howard Young for the month of March, Exhibit #5 and the month of April, Exhibit #6. Medic 5 was involved in an accident and was covered by the county's insurance, the vehicle was repaired by Quality Collision and is back in the fleet.

MOTION: To approve the March and April financial reports and March and April maintenance reports of Howard Young Medical Center (Greschner/Matteson, PASSED).

*Howard Young Ambulance Equipment Request:*

Howard Young is requesting to purchase uniforms and monies have been budgeted for such purchases. It was explained St. Mary's includes uniform expenses into their subsidy payments rather than requesting the county to purchase uniforms. There was discussion regarding uniform costs and the monthly budget was provided, Exhibit #7.

The Committee indicated they did not want to micro-manage the department, since there was a line item to cover expenses and the money was budgeted, no motion was necessary. The Committee informed the Director to proceed with purchasing the uniforms.

*Update on Ambulance Subsidy Meeting:*

Most of the discussion/information was provided under Reports from St. Mary's Hospital. The Director mentioned the Finance Committee should be notified of the \$22,000 deficit however, St. Mary's was confident the summer figures would reduce the deficit. Schlosser explained in the past couple years, the first quarter has reflected poor figures and the summer reflects good financial months. The Committee decided to review the second quarter figures/totals prior to contacting the Finance Department/Committee.

**HAZMAT TEAM REPORT**

Puza provided the HazMat Team Report, Exhibit #8. There was preliminary discussion regarding contracting HazMat services with Langlade County.

MOTION: To accept the HazMat Team Report (Hall/Matteson, PASSED).

### **DIRECTOR'S REPORT**

#### *Discuss/Act on OJA 2005 Communication Interoperability Homeland Security Grant:*

The Department was recently notified of a short grant deadline for replacement of and reprogramming of radios. Pre-applications have been submitted to the department, some requests have been approved and those departments whose requests have been approved have to complete the online filing application. The Emergency Management Director is assisting departments with the electronic filing.

Greschner was excused at 10:45 a.m.

#### *Update on OJA Homeland Security School Exercising Grant:*

The Rhinelander School District applied for the grant to have assessments conducted for each school within the district. A consultant was hired (EPTEC) to conduct assessments on each school, reports will be provided to the department with suggestions/recommendations. Grant deadline has been extended from May 30<sup>th</sup> to June 30<sup>th</sup>.

There was discussion regarding private schools. Notices were sent to both private and public schools within the county indicating a short grant deadline. Not all schools were able to respond in time.

#### *Update on NEWCOM MARC/WISPERN Repeater Project:*

Equipment has been ordered and delivered, other counties within the NEWCOM group are picking up equipment and equipment is being installed. The grant deadline has been extended to August 31, 2006; county deadline is July 31, 2006.

#### *Update on County Public Safety Radio Project:*

A site has been determined in the Willow area to construct the tower and an application has been submitted to the Planning & Zoning Department for construction of the tower. Currently, the property is zoned Forestry and the permitted zoning use would have to be changed. Negotiations are continuing with Alltel to utilize their tower instead of the county constructing a second tower (possible space on the Willow tower for space on Alltel tower). However, Alltel indicated they would not be interested until 2008. Additional information: WXPB is conducting a structural analysis of their tower to determine whether additional equipment could be added onto the tower, work will begin on the Request for Proposal (RFP).

Schlosser referred to the Emergency Management Director's role with the county's Radio Communications Plan during St. Mary's Hospital Tabletop Exercise. Schlosser indicated other counties involved with the exercise were very impressed with the Director's work and accomplishments.

### **UPDATE OF THE LOCAL EMERGENCY PLANNING COMMITTEE**

The LEPC Committee met on April 1, 2006. The following items were discussed: MABAS System presentation, school grants, LEPC guide booklets project, DNR Fire Zone Atlas project and Task Force 6. The next meeting is scheduled for July 19, 2006.

### **MONTHLY BUDGET REVIEW**

Kortenhof referred to the department's monthly budget, Exhibit #7.

### **APPROVAL OF BILLS, VOUCHERS AND LINE ITEM TRANSFERS**

Kortenhof provided the monthly bills, vouchers, line item transfers and expense voucher summary sheet, Exhibit #9.

MOTION: To approve the bills, vouchers, line item transfers and expense voucher summary sheet (O'Melia/Hall, PASSED).

### **PUBLIC COMMENT**

No public comment was given.

### **ITEMS FOR NEXT AGENDA**

Develop agenda at Emergency Management Director's discretion.

### **ADJOURN**

**11:00 a.m.** MOTION: To adjourn the meeting (O'Melia/Matteson, PASSED).

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Doug Hall, Chairman

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Dawn Robinson, Program Assistant